

Welcome to the Kansas Department of Corrections.

The Department of Corrections recognizes the importance of visitation in making an inmate's period of incarceration less difficult. With those inmates who have families, visiting privileges help ease the strain of separation and contribute to the maintenance of family ties, which may otherwise be lost. We also feel an inmate's motivation to improve his condition is affected in a positive way when he has regular visits from his family and friends.

This handbook has been designed to educate visitors about the Hutchinson Correctional Facility's rules and regulations regarding visiting. Our visiting program has been set up to provide a fair, wholesome and safe environment for visitors, inmates and staff. All HCF staff members assigned to visiting areas are required to strictly enforce these rules and regulations in a firm, fair and consistent manner.

Although we feel visitation is an important element in the correctional process, your visiting privileges can be revoked for violating facility rules and regulations. Please read this handbook thoroughly to avoid any unnecessary delays or interruption of your visiting privileges.

General Information

The Hutchinson Correctional Facility – All visitors are required to stop at the Main Gate Officer's Station (Gatehouse) at the Central Unit; Dispatch Center at the East Unit; or the visiting room entrance at the South Unit. Officers at these posts will check identification and inform you of what is necessary to visit.

All adults 16 years of age and older are required to produce a photo ID. All children under the age of 16 are required to have identification, which may include a birth certificate, Social Security card, school ID card, etc.

If you do not have ID, regardless of your visiting status, you will not be allowed to enter the facility.

All visitors are required to fully complete a “Notice to Visitors” form. Any person who refuses to comply with any part of the check-in process and/or creates a disturbance during visiting **will be denied visiting access.**

Gates – A gate is a controlled station. All visitors must stop and gain permission from the officer before proceeding. For safety reasons, ensure that all hands, feet and children are kept clear of the gates.

Lockers – Items such as purses, wallets (except for coin purses, see through purses preferred), make-up, stuffed toys, pocket knives, clippers, medication (except for nitroglycerin pills and inhalers), paper money, etc., are not allowed in the visiting areas. Therefore, lockers are provided free of charge. Keys are available from the officers. The number of lockers is limited and is on a first-come, first-served basis.

Parking – Parking is available in the north parking lots at all three units. Visitors are required to remove their keys, close the windows and lock all doors. If the vehicle cannot be secured, it must be parked off state property.

Immediate Family Members – Immediate family members are defined as parents, step-parents, siblings, step-siblings, children, step-children, spouse, grandparents, or any person who has filled the role of de facto parent, with respect to the inmate, as confirmed by the Warden or designee upon review of the inmate’s social history. Persons under the age of eighteen are prohibited from visiting unless they are immediate family. In-laws are not considered immediate family.

Outdoor Visiting Areas - The use of these areas depends upon the time of year and weather conditions. These areas are open on weekends and holidays only. The Central Unit does not allow outside visitation.

Lying or sitting on the ground and straddling the benches in the outside visiting areas is not permitted.

Visiting Rules - The following are rules for visiting: Tables will not be moved from their location. Tables are available on a first-come, first-served basis. They cannot be “saved” by the visitor by leaving items on the table. Any item left unattended will be picked up by the officers and may be retrieved at the Officer’s Station.

Visitors at the Central Unit Visitation Center are to remain at their tables until the visiting officer allows the visitor to leave. Do not congregate by the front door. This creates a fire hazard! Inmates and their visitor(s) may hug and kiss only during the first “Hello” and last “Goodbye” of the visit; they may hold hands at tabletop level and while walking around. Inmates and visitors may not lean against each other; put their arms around each other; or entwine their legs. Back rubs and neck rubs are also not allowed.

If the rules for personal contact/conduct are violated it could result in one or more of the following action(s): verbal warning, written warnings, disciplinary action, being placed on no-contact visits, or suspension of visiting privileges.

Correspondence - Correspondence for the inmate cannot be accepted at HCF if brought in by visitors. It must be mailed into the facility. It may be mailed to the inmate at P.O. Box 1568, Hutchinson, KS 67504-1568. You must include your name and return address on the envelope or it will not be forwarded to the inmate.

Money - All funds being sent to inmates by family members or friends must be mailed, along with the required deposit coupon, to the Lansing Correctional Facility: Kansas Department of Corrections, P.O. Box 187, Lansing, KS 66043. No cash or personal checks will be accepted. Money Orders MUST be made payable to the KANSAS DEPARTMENT OF CORRECTIONS.

Unit Team - Each living unit is assigned Unit Team counselors. If you have any questions regarding an inmate or the facility, the Control Center or Dispatch Center can put you in touch with a Unit Team counselor during regular business hours.

Visitor Questionnaire - This form is sent to each potential visitor by the inmate. This form must be filled out completely and accurately and returned by mail to the facility. Once this form is received by the facility, it will be processed and if approval is granted, you will be allowed to visit. The approval process takes approximately three weeks.

Work Release - The Work Release Center is located at the South Unit. Visitors who are visiting inmates participating in the work release program are allowed to visit in the South Unit visiting area.

Privilege (or incentive) levels - Privilege levels determine who may visit and when they can visit. They are:

Privilege Level 0: Attorneys, clergy and law enforcement only

Privilege Level 1: Attorneys, clergy, law enforcement,

designated primary visitor and immediate family only.
Privilege Level 2 and 3: Any approved visitor.

Frequently Asked Questions

When can I visit?

Members of the inmate's immediate family may visit the next weekend after the inmate has been admitted to HCF if the inmate has completed a temporary visiting list. All other visitors must be on the inmate's approved visiting list prior to visiting. If your name is not on the visiting list, you will not be allowed to visit.

What are the visiting hours?

Visitation Schedule

1. Regular visiting hours at the Central Unit shall be from 8:30 a.m. until 11:00 a.m. and from 12:00 p.m. to 2:30 p.m., on Saturday, Sunday, and Holidays. To visit in the morning you must be here before 10:00 a.m. when the gate closes. The gate opens again at 11:30 a.m. To visit in the afternoon you must be here before 1:30 p.m. when the gate again closes.

a. Central Unit inmates who are Maximum custody (regardless of their level) or Inmates assigned to intake level or level one (in accordance with IMPP 11-101) who are classified as medium or minimum custody whose last names begin with the initials A-L shall be allowed 1/2 day visits between the hours of 8:30 a.m. and 11:00 a.m. on Saturday, Sunday and Holidays.

b. Central Unit inmates who are Maximum custody (regardless of their level) or Inmates assigned to intake level or level one (in accordance with IMPP 11-101) who are classified as medium or minimum custody whose last names begin with the initials M-Z shall be allowed 1/2 day visits between the hours of 12:00 p.m. and 2:30 p.m. on Saturday, Sunday and Holidays.

c. Central Unit inmates assigned to level two or level three (in accordance with IMPP 11-101) who are classified as medium or minimum custody shall be allowed all day visits on Saturday, Sunday, and Holidays.

d. You may enter the East and South Units from 7:30 a.m.-1:30 p.m.

To schedule a non contact visit please call (620) 662-2321, ext. 4317.

Visiting times for the no-contact visiting rooms are 8:30 to 9:30 a.m.; 9:30 to 10:30 a.m.; 12 to 1 p.m.; and 1:00 to 2:00 p.m. A limit of two visitors will be allowed for the no-contact visiting rooms. Visitors who have not arrived at their scheduled time will be considered a “no show.”

Segregation & Restriction - Visits will be 1 hour and take place in the video conference rooms. They will receive two 1-hour visits a weekend and they must be scheduled through the Unit Team. They will receive no holiday visits.

If you have scheduled a non-contact or a video visit, **DO NOT** wait in line. When you arrive, walk up to the officers at the Gatehouse and tell them that you have a scheduled visit. They will process you right away. If you have an 11 a.m. video visit scheduled, the gate will be closed when you arrive. Just tell us of your scheduled appointment and we will let you enter.

At ALL units, if you leave the visiting area, you will not be allowed to return that day. **THE VISIT WILL BE OVER.**

What about all-day and special visits?

An all-day and/or special visit may be arranged in advance through the Unit Team. All-day visits may be granted when the visitor must travel more than 150 miles (one way). All day visits are limited to once per month per inmate. Special visits may be granted to visitors who are not on the inmate's approved visiting list; when the visitor must travel more than 150 miles one way; and such visitor has not visited within the past six months. The inmate is limited to one special visit per month. The inmate must initiate special visit requests.

How many people can visit?

Each inmate is allowed to have 20 visitors on his list (excluding immediate family members living in the same household. A "household" counts as one visitor). However, since visits are on a space available basis, a limit of three (includes babies or young children that can sit on an adult's lap) visitors per inmate is in effect for visits in the Central Unit's inside visiting room. A limit of two visitors per inmate is in effect for the "no-contact" rooms. The decision to further limit the number of visitors, because of space limitations, will be at the discretion of the senior staff members on duty.

Can I visit more than 1 inmate?

Multiple visits are not permitted unless you are a relative and have more than one immediate family member incarcerated at HCF. With the exception of immediate family members, you are permitted to be on only one visiting list. M2 sponsors and clergymen are also exempt from this restriction.

What am I allowed to bring to the visiting area?

***It is wise to bring different denominations of money.**

Paper money is not allowed in the visiting room. Quarters and token change are available in the Gatehouse for food that may be purchased in the visiting area. However, these machines do not accept the

newer bills that have color on them, the machines may be difficult to operate, and the HCF staff does not keep change. So, instead of bringing a \$20 bill, we suggest that you bring \$1's & \$5's. This will make it easier to get the change that you need.

*Visitors with small children are permitted one diaper bag with the following items: Six diapers, one dispenser of wet wipes, one tube of rash cream, one bottle of baby powder, one pacifier or teething ring, two rattles or similar infant toys and sufficient food or formula for the duration of the visit. If you are visiting at the East Unit, diaper bags must be kept in the lockers and accessed as needed.

*Visitors at the Central Unit may keep their personal keys with them. These are exchanged for a "Key Chit" at the visiting room control center.

*Visitors are allowed to bring up to 25 photos to show to the inmate during their visit.

What about cameras and cellphones?

Cameras and cellular telephones are not allowed in the visiting areas. They must be secured in the visitor's automobile.

What about contraband?

Bringing contraband into a prison can have serious consequences. Traffic in contraband in a penal institution is a severity level 6, non-person felony. Traffic in contraband is defined as introducing or attempting to introduce anything not specifically allowed by the warden of the facility. This includes drugs, needles, tobacco, weapons, explosives, intoxicating beverages, currency, written communication and more.

Visitors attempting to bring contraband of any type into our facility will be arrested and prosecuted to the fullest extent of the law.

Can I be searched?

Everyone entering prison grounds is subject to search, depending upon circumstances. In addition, HCF uses canines for drug detection. You must clear through the walk-thru or consent to a full frisk search or a strip search. If you refuse a search, you may not visit that day and will also lose your visiting privileges. If you have a medical condition that does not allow you to clear through the metal detector, you will need to bring a letter from your doctor stating your condition.

What am I allowed to wear?

All visitors to HCF are required to dress appropriately. The following type of clothing will not be allowed for persons 10 years of age and older:

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|---|--|
| a. See-through attire | i. Skirts or dresses with a slit above the knee |
| b. Tank Tops | j. Revealing low-cut necklines |
| c. Crop Tops | k. Wrap skirts or shorts |
| d. Halter Tops | l. Tight pants, dresses, blouses or shorts |
| e. Shorts | m. Non-religious head gear |
| f. Bare feet | n. Any clothing that resembles any inmate clothing |
| g. Braless attire | o. No pajama pants or sleep shirts |
| h. Miniskirts (skirts must reach the bottom of the knee | |

This list is not intended to be all-inclusive. HCF reserves the right to deny entrance to any visitor when staff on duty determines that the visitor's attire is not acceptable. You will not be allowed to put on a coat and zip it up to cover the problem.

What about children?

Visitors are responsible for the care and conduct of their children. Children must be accompanied at all times. If your children are disruptive in any way, your visit may be terminated.

Personal toys are not permitted. Toys are available in the HCF visiting areas for use by children of visitors.

The contents of diaper bags shall be limited to six (6) diapers, sufficient baby food/bottles for one day, and one (1) dispenser of wet wipes, one (1) tube rash cream, one (1) container baby powder, one (1) pacifier or teething ring, and two (2) rattles or similar infant toys.

a. No glass containers shall be allowed

b. Strollers or baby carriers may be used by visitors with infants.

HCF assumes no responsibility for injuries to children under the supervision of their parents or guardians.

What about my conduct?

Verbal harassment, abuse or threats to officers, other inmates or visitors can result in immediate termination of your visit. Please be civil and polite.

In what areas are we allowed?

Inmates and their visitors may go to the restroom, officer's station and children's play areas (where these areas are available). Loitering on the landing outside the Central Unit outside visiting room or the outside entrance to the East Unit visiting room is not permitted.

What if I am physically disabled?

Reserved parking for physically challenged persons is located near the visiting entrance in each unit's parking lot. If you need help with your wheelchair, walker, etc., you may ask for assistance from a staff member. The facility will provide the use of a wheelchair if needed.

What about people who won't be visiting?

If you bring someone with you who is not going to visit, they must leave state property. This means they are not allowed to wait in vehicles in the facility's parking lots.

What if I am on probation or parole?

If a visitor is on probation or parole, he/she will be allowed to visit only after receiving written permission from both his/her probation or parole officer and the Warden of this facility. Permission to visit will only be granted after the expiration on one year after the most recent release date.

What if I am an ex-employee of the DOC?

Ex-employees (including contract employees and volunteers) are prohibited from visiting at HCF for two years after termination of their employment or volunteer activity. Requests made following this period will be considered on a case-by-case basis by the Warden.

In closing...

If you have any questions or encounter any problems, you may contact the facility at (620) 662-2321, Ext. 4445.